Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150094-8

# REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. SRB 243 D

1. TITLE OF REPORT (If a fill-in report include Form No.): 243D EOD 5X8-ALPHA

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [✓] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [✓] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): R

6. DISTRIBUTION (No. of components not number of copies):

7. FORMAT (memorandum, form, computer print-out, etc): CPO

8. ADP PROCESSING: [✓] YES [ ] NO — IF YES GIVE ADP PROCESSING NO.: P-82D

9. DIRECTIVE AUTHORITY REQUIRING REPORT:

10. PREPARING COMPONENT (Include lowest level contributing information to report): OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.):

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS-06-3 | 4.21 | | .143 | | .60 | | .5 | | .30 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 10.00 | | .5 | | 5.00 |

TOTAL COSTS PER YEAR: $ 5.30

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[ ] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

15. DATE OF INVENTORY: 29 OCT 1970

STAT

FORM 142

Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150094-8